

COUNTY OF LOS ANGELES
INVITES APPLICATIONS FOR THE



DIVISION CHIEF,
CHIEF ADMINISTRATIVE OFFICE
(Director of Compensation)

ANNUAL SALARY: \$103,808 – \$155,712
FILING PERIOD: JANUARY 3, 2003 – FEBRUARY 28, 2003

EXAMINATION NUMBER: R-0846B
BULLETIN NUMBER: 02-127

THE COUNTY OF LOS ANGELES

Los Angeles County is the most populous county in the United States with nearly 10 million residents. The County is rich in cultural diversity and the home of world-renowned museums, theaters and universities, and numerous five-star restaurants. It is also the center of the nation's motion picture industry. In addition to the mountains, deserts and the beautiful Pacific Ocean, some of the world's finest urban recreational attractions are freeway close. This is Southern California at its finest.

A five-member Board of Supervisors, whose members are elected on a non-partisan basis for four-year terms, governs the County of Los Angeles. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex County government in the United States.

The County of Los Angeles has an annual budget in excess of \$16.85 billion. Thirty-six major administrative units or departments serve the needs of the County's population. The County of Los Angeles has approximately 92,700 budgeted positions.

CHIEF ADMINISTRATIVE OFFICE (CAO)

The County of Los Angeles is seeking a new Division Chief, Director of Compensation. The Director of Compensation will work with the Chief Administrative Officer and his staff to carry out the CAO's primary responsibility: to make recommendations to the Board of Supervisors that will result in cost-efficient programs to better serve the public, the Board and County departments.

The responsibilities of the CAO's office are wide-ranging, including the preparation, coordination or handling of:

- Annual budget
- Operational recommendations to the Board of Supervisors.
- The County's employee relations program and compensation systems.
- Countywide expenditures, capital projects, debt management and property management.
- Emergency preparedness activities and cost recovery.
- Insurance management programs.
- Centralized security management for employees and facilities.

- Advising the Board and departments on international protocol issues.
- Centralized marketing and public information programs.
- Centralized workplace programs, such as ridesharing, savings bonds, charitable giving and volunteers.

To carry out these responsibilities, the CAO has established an organizational structure with six divisions: executive, budget and operations, financial and asset management, intergovernmental relations, service integration, and unincorporated area services and special projects. The heads of these divisions report directly to the CAO. The CAO's office has 441 budgeted positions and a department budget of \$42.1 million.

THE POSITION

The Director of Compensation reports to the Chief Deputy of the Chief Administrative Office and is responsible for the overall management of policy for salary and fringe benefit programs for Los Angeles County employees.

With a staff of 12, the duties of the Director of Compensation include, but are not limited to, the following:

- Plans, organizes, reviews and evaluates the work of the Compensation Policy Division of the Chief Administrative Office engaged in the ongoing analysis and evaluation of the County's salary and fringe benefits program including providing expert support of the collective bargaining process.
- Formulates and recommends policies for the County's salary and fringe benefits program.
- Develops cost-effective state-of-the-art proposals for changes in salaries and benefits for employees, which will assist departments to recruit, retain and motivate a productive workforce.
- Responsible for developing a comprehensive compensation program, including maintaining appropriate internal and external relationships, market studies, and salary and budget projections for over 90,000 employees in approximately 3000 job classifications.
- Develops and administers policies and guidelines to ensure County compliance with federal and State labor laws including the Fair Labor Standards Act.
- Oversees the coordination of activities of departments who administer the County's defined contribution plans.
- Provides advice and technical support to County Departments on issues of organization, salary, and employee benefits.

- Develops and reviews for consistency and appropriateness the application of special pay provisions, such as bonuses and advanced hiring rates.
- Reviews legislation impacting employee compensation and formulates appropriate recommendations.
- Proposes legislative change where needed to accomplish policy goals.

SELECTION REQUIREMENTS:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Personnel Management, Industrial Relations, Economics, Business or Public Administration or a closely related field **-AND-** five years of highly responsible professional experience in personnel administration, formulating and developing employee benefit and compensation policies. Two years of experience must have been in a lead role at the level of the County of Los Angeles' classification of Assistant Division Chief, CAO or higher, directing the activities of subordinates in salary and benefits policy development.

Experience at a highly responsible professional level consistent with the County of Los Angeles' classes of Assistant Division Chief, CAO, or higher refers to experience in assuming supervisory or team leader responsibilities and providing technical expertise over salary and benefits policy development.

- **LICENSE:** A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS:

- Extensive, highly responsible professional experience in a public sector organization.
- Extensive knowledge of the principles and practices of human resources and State, federal and local statutes and ordinances related to public sector salary and employee benefits.
- Knowledge and abilities to prepare and present comprehensive reports and recommendations in written and oral form to a variety of individuals and groups.
- Demonstrated in-depth ability to organize, direct, and evaluate studies to obtain effective solutions to problems in pay, benefit and organization design.
- Ability to work effectively with executive management and elected officials to accomplish organizational objectives.

- Demonstrated leadership skills and abilities to handle multiple, highly sensitive programs and priorities.
- Demonstrated skills and ability to effectively analyze and manage highly complex issues.
- Ability to exercise sound independent judgment and initiative within established guidelines.
- Demonstrated ability to implement strategic plans which promote the organization's vision, mission, and core values.
- Strong communication and oral presentation skills.

SALARY AND BENEFIT PACKAGE

ANNUAL SALARY

\$103,808 - \$155,712

The successful candidate may be appointed to any salary within the range depending on qualifications.

Salary Range 15 - This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

Retirement Plan - The successful candidate may choose either a contributory or non-contributory defined benefit plan.

MegaFlex Benefit Plan - The employee may purchase benefits from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of 14.5%-17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. Dependent care and health care reimbursement accounts are also available. (Not applicable to County employees who are currently in Flex.)

Savings Plan (401k) - Optional tax deferred income plan that includes a County matching contribution up to 4% of employee's salary.

Deferred Compensation Plan (457) - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the applicant's preparation for this position. Only the most highly qualified candidates will be invited to an assessment interview, which will be weighted 100%.
- Interviews will be designed to assess education, experience, personal fitness and general abilities to perform the duties of the position. This stage will include reference check interviews.
- The names of the most highly qualified candidates will be submitted to the Chief Administrative Officer for final selection.
- An extensive background investigation will be completed on the candidates recommended to the Chief Administrative Officer.

FILING INSTRUCTIONS

Candidates **MUST** submit a signed, official County of Los Angeles Employment Application, a cover letter, their resume, and three work-related references at the time of submission. The resume should include education completed, positions held, current salary, special qualifications and the following information:

- Names of schools, colleges or universities attended, dates attended, fields of study, and degrees earned.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates (month/year) of employment.
- Of particular interest will be the breadth and length of management experience under the **SELECTION REQUIREMENTS** and **DESIRABLE QUALIFICATIONS** sections of this bulletin.

This announcement and a County Employment Application can be downloaded from the County of Los Angeles' website at: <http://hr.co.la.ca.us>

SPECIAL INFORMATION

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call:

(213) 738-2057 (ADA Coordinator - Voice)
(800) 899-4099 (TTY)
(800) 897-0077 (TTY)
(800) 735-2922 (CRS)

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family, and spousal support obligations, certain employment and identification information (i.e. name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

EMPLOYMENT ELIGIBILITY INFORMATION

Immigration law requires that all employees hired after November 6, 1986 must provide proof of work eligibility. Applicants will be required to submit ORIGINAL documents within three (3) business days of hiring, which will show satisfactory proof of 1) identity, and 2) U.S. Citizenship or legal right to work permanently in the United States.

Please submit official County Employment Application, resume, cover letter, three work-related references, and current salary information to:



Shannon Executive Search
Attn: David Harris or Teri Black-Brann
241 Lathrop Way
Sacramento, CA 95815
916-263-1610 (Tel) 916-561-7205 (Fax)
Email: resumes@cps.ca.gov
Website: www.cps.ca.gov/shannon

Application and resume must be received by 5:00 p.m., February 28, 2003.

THE COUNTY OF LOS ANGELES IS AN ACTIVE
EQUAL OPPORTUNITY EMPLOYER

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